

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE Division of Human Resources/Resource Management Branch (RMB)	
WORKING TITLE Records Liaison	POSITION NUMBER 702-008-5157-XXX	EFFECTIVE November 2015

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. You take the necessary precautions to safeguard the confidentiality of records containing personal information to which you have access. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the general supervision of the Branch Chief, Resource Management Branch a Staff Services Manager I, the incumbent will act as the Divisions Liaison for Records Request. The incumbent will be responsible for ensuring compliance with the production of records requested pursuant to the California Public Records Act, subpoenas, litigation requests, Freedom of Information Act (FOIA) requests and other requests received by the Division of Human Resources (DHR) from various internal and external stakeholders and members of the public. Incumbent will also be responsible for noticing and placing litigation holds on DHR records and providing training to DHR staff statewide on established guidelines and procedures for records requests. In addition, may serve as back up to other Resource and Project Management assignments. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

- 30% (E) Under guidance, the incumbent will establish and maintain communication with internal stakeholders to ensure statewide consistency in processing of requests for employee records. With direction, the incumbent will ensure records are produced in accordance with the guidelines and legal requirements outlined by the request, California Public Records Act or FOIA. Coordinate requests from the Caltrans Public Records Officer, Legal, Programs and Divisions. Identify records and documents that may be exempt from production and respond accordingly to the CPRA coordinator.

- 30% (E) With assistance, the incumbent will respond to subpoenas for employee information, litigation requests, FOIA requests and ensures that DHR staff are notified of litigation holds on records or documents. The incumbent will serve as the Division custodian in the release of all records. Ensures personal employee information is kept confidential. Assists to develop and issue weekly and monthly reports to management on status of records requests. Recommends appropriate action.

- 20% (E) Assist in the development, implementation and administration of statewide guidelines and procedures for the data collection and production of DHR records. Responsible for the establishment, modification and maintenance of the Divisions records tracking database. Research and keep abreast of changing statutes and case law relating to civil liability and discovery, reporting significant changes to the management and revising the guidelines as required.
- 15% (E) As needed may be required to assist other staff assigned to Resource and Project Management. This will included project assignments for the Division Chief or Office Chief.
- 5% (M) With assistance, resolves questions as to who can access employee records, ensuring that only those individuals officially authorized can access records.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Incumbent must have the ability to analyze and interpret policy, statutes and regulations relative to the California Public Records Act and Information Practices Act in order to ensure appropriate access and disclosure of departmental records and information as defined by the parameters of the law and Department policy.
- Incumbent must be able to independently analyze complex issues and make recommendations to executive staff on policies relating to the release of DHR records.
- Incumbent must be able to operate under consistently “urgent” conditions and be able to demonstrate calm and sound judgment under rapidly changing conditions and great deadline pressures.
- Incumbent must be able to gather sensitive data while maintaining the confidence and cooperation of others.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Incumbent is responsible for ensuring that the Department’s records and information is appropriately disclosed and maintained in compliance with the California Public Records Act, FOIA and applicable statutes and regulations. Consequences of non-adherence include lack of integrity and security of public records; lack of protection of the privacy and rights of staff; lack of protection/safeguard of the Department’s legal strategy regarding alleged lawsuits or legal actions; erroneous disclosure or nondisclosure of information may precipitate lawsuits against the Department.

Responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting departmental employees’ confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee’s confidential information may damage DHR’s reputation as a confidential organization and result in employee grievances or lawsuits. Intentional violation of this Act may result in disciplinary action, up to and including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent works individually and in task teams to advise DHR managers and customers regarding records requests. In addition, the incumbent is in will deal extensively with various internal and external stakeholders and members of the general public.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may be required to travel throughout the state to assist a Staff Services Manager I with interviewing staff, gathering information, and making presentations to managers and supervisors.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor signature

Date